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18 August 1970

MEMORANDUM FOR: ████████████████
            Office of Security Records Officer

SUBJECT   : Review of Proposed ADP System

1. Thank you for the opportunity to review your memorandum dated 11 August 1970 with the preliminary plans for an ADP Records Control System. In response to your specific questions to me I am delighted to see such an excellent example of creative thinking and encourage your stated aims to improve the Records Control Schedule in the Office of Security. It is true that you can do this by one General Schedule for the entire Office of Security. (This has been successfully accomplished by Records Manager ████████ in OER and is being tried in other DDI components.)

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2. In the past we found it easier for each Component to create a Schedule for its own Component records although we recognized that some duplication in the scheduled items would result in each Office. Now that records retirement and related Scheduling is better understood in the Components, it is quite possible to develop an Office-wide Schedule in some areas.

3. In response to your other plan to automate your schedule and produce various listings, I do not see any need for you to impose an ADP System workload on Components in the Office of Security. Also, I feel your memo is overly emphatic in anticipating future requirements which have not been requested, are unknown, and may not materialize. At present I am not placing any data requirements upon the Office Records Managers beyond the annual inventory. In fact, my staff has been working for several years to develop a system of information about Agency records which will furnish data to the Records Officers and save them the work of developing their own systems.

4. Among the several pages of systems details you attached to your subject memo, you included some material from the work my staff has done. Yet other pages of your plans are not compatible with our work. I wondered if you have discussed your coding proposal with Mr. ████████ who completed a system in DDS&T and is now working on one in DDI. I feel sure we can and should resolve such differences as your plans have and select the best system for the good of the

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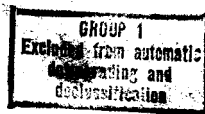
Agency. I suggest that you keep in touch with the Senior RMO for
DD8, ████████████████████████████ who are working on the ADP
Records Information System for the DDS Offices. They will be pleased
to have the benefit of your research and participation in this
mutually beneficial system of records information.
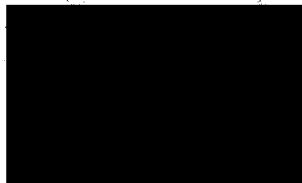
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CIA Records Administration Officer

- 2 -

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

George:

I don't understand your term in item 1b: "Subject Records Series".

However, I always agree that updating and improving Records Schedules is a good idea.

25X1A But, I feel you should not develop another separate ADP System of Records Information. You should bring your good ideas and work with ███████████ on the DDS Directorate System which will be compatible with the Agency System on Records Information related to the components, the Field Stations, the Archives and the Records Center.

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█████████ HERE TO RETURN TO SENDER

██████ ██E, ADDRESS AND PHONE NO.	DATE
CIA Records Admin. Off.	